

# Fee Change Alert

## New Fee to be Implemented with DPD and SDOT Coordination Efforts

The Department of Planning and Development (DPD) and the Seattle Department of Transportation (SDOT) have responded to the Mayor's Executive Order to align the permitting process for private development at DPD and right-of-way (ROW) development at SDOT. After a multi-year process with input from community stakeholders and City staff, we will soon be aligning our individual permitting processes at key points. As part of this coordination effort, on Sept. 12, 2006, DPD will begin collecting a fee of up to \$375 on behalf of SDOT.

### What is the fee for?

This fee covers the time that SDOT will spend reviewing the site plan, coordinating any street improvement issues with DPD, and giving permitting information to the client. This will allow SDOT to provide earlier guidance to applicants on decisions within SDOT's jurisdiction and lessen the likelihood of conflict later in the review process.

### What does SDOT review during the presubmittal stage?

For example, the SDOT review may include but it is not limited to the following:

- building grades
- conflicts with existing structures
- conflicts with existing utilities
- future street grade needs
- survey and plan development needs
- requirements for ROW improvements
- building setbacks for dedication
- requirement for street trees
- utility permitting needs
- adherence to city standards
- indemnification and liability insurance requirements
- adequate protection and mitigation of environmentally critical areas (ECAs)

### What services are covered in the fee?

This fee covers SDOT services to coordinate projects in the presubmittal stage as follows:

- early review of project information submitted during the presubmittal phase
- provision of permitting and fee information for work in the public ROW
- initial evaluation of requests for exception from ROW improvement requirements and related recommendations for DPD land use planner action

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- response to DPD notification for projects that meet any ROW improvement criteria
- research of data and assembly of necessary standards and requirements for the work in the public ROW
- completion of the Initial Assessment portion of the output report for applicants
- documentation of decisions, recommendations or requirements in the permitting tool for conveyance to applicants
- participation in resolution of disagreements in technical and policy matters during the pre-submittal stage
- attendance at the presubmittal conference when requested by DPD

## **When and how is the fee collected?**

The Pre-Submittal Coordination fee will be collected by DPD when the DPD application is submitted. The SDOT fee is \$375.

This fee applies to applicants requesting new construction permits from DPD. New construction is defined as a new principal structure that is being built from the ground up. New construction does not include a new accessory structure, such as a new garage for a Single Family house, a new storage shed, or a new addition.

**ROW Impact Analysis:** The applicant will receive an initial assessment of the right-of-way (ROW) impacts from SDOT and SPU as part of the new Preliminary Permit Application Requirement Report. This initial assessment may identify the need for a Street Improvement permit and plans or for one or more over-the-counter permits.

An opt-out option is available for applicants who do not want an assessment to be completed by SDOT or SPU. Applicants who opt out are expected to fully understand their ROW requirements and are required to sign an opt-out request. The opt-out option is not available for applicants who are requesting street improvement exceptions. For applicants who opt-out, the new Preliminary Permit Application Requirement Report will not include SDOT's and SPU's assessment. Applicants who opt-out will not pay the new \$375 fee.

## **Who to contact with questions?**

Shobuz Ikbal, SDOT Street Use Operations Manager, (206) 615-0774

## **Background Information**

DPD and SDOT have responded to the Mayor's executive order to align the permitting process for private development at DPD and right-of-way development at SDOT. The new process improves communication and coordination between city departments.

After implementation of the new process, applicants will be able to:

- Obtain a consolidated report with different City departments' analysis and requirements
- Avoid late identification of costly design requirements
- Reduce gaps and contradictory information from disjointed department input
- Learn about street improvement requirements prior to applying for construction permits
- Reduce conflicts between building plans and street improvement plans
- Better scope and plan project budgets



CITY OF SEATTLE

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